DEPARTMENT OF LABOR
RJM MODEL DOCUMENTATION
USER GUIDE

The following guide describes each individual form with explanations of what each control is, and adequate detail necessary to facilitate its use.

Additional information is included as deemed necessary

NOTE! It is strongly recommended that users of this database possess intermediate familiarity with both Microsoft ® ACCESS and Microsoft ® Excel operating systems.

SECTION 1. -- LINKING YOUR DATABASES

When first installing the databases into your "C" drive (There are two Databases)

> 1. **DOL MAIN DATABASE and**
> 2. **DEPT OF LABOR DATA**
>
> Both of the Databases <u>MUST BE INSTALLED</u> into the C drive or other appropriate drive.

FIRST: Extract these files to your "C" drive into a new folder, for example, named **"DOL FOLDER"**

1. When Installation is complete the first thing you may see when you open the DOL MAIN DATABASE is a message stating 'couldn't find file and the associated path.' (I.e. C:\P.R.A.M.M. Inc\Active files\Dept of Labor Data. Mdb.

2. Click OK, then F11, and then Click on **TOOLS.**
    (a) Go to **ADD-Ins** on the **TOOLS** drop-down menu.
    (b) Again click on **ADD-Ins** and find the **Linked Table Manager**
    (c)   Click on the **Linked Table Manager**.

3. When the focus is on the **Linked Table Manager** click on **SELECT ALL,** Then **OK.** The Next box you see should see will be **Select New Location of Amended.** From this box you can locate the folder where the file (**Dept of Labor Data**) is located). The folder where you should find the information will be in whatever your new folder was named i.e. **Final Version** (From the top of page).

4. After finding the file, **OPEN** that file. The tables, at this point should link and a message box will state 'All linked tables were successfully refreshed.'

5. Click **OK** then **CLOSE.**

6. At this time it is best to completely close ACCESS and then re-open your database. No further error statements or re-link requests should be shown.

7. YOUR DATABASE IS UPDATED!

SECTION 2. -- DATA UPDATES

The following procedures are designed to <u>completely</u> update the MAIN table in the **DEPT of LABOR DATA** Database on a State by State SPREADSHEET TRANSFER.

1. SAVING AND DELETING OLD DATA

To **REMOVE <u>ALL</u>** data from the MAIN Table you must first open the **DEPT of LABOR DATA** Database and follow the steps below:
Once the database is open, select the QUERY tab in the database window.

FIRST, Select APPEND_**MAIN_FILES_TO_BACKUP**
A Cautionary message will appear. If you choose to accept the message select **YES** and <u>ALL DATA WILL BE TRANSFERRED INTO A TABLE NAMED "Main3BACKUP"</u>

SECOND, Select **DELETE_DATA_FROM_MAIN**
A Cautionary message will appear. If you choose to accept the message select **YES** and <u>ALL DATA WILL BE **DELETED** FROM THE MAIN TABLE</u>"

NOTE: <u>INDIVIDUAL States can be transferred to the Main3Backup database using standard cut and paste methods.</u>

<u>PLEASE NOTE:</u>
Once you have appended and deleted the old data you only need to follow the **SPREADSHEET FILE TRANSFERS** and **TRANSFER DATA TO MAIN TABLE** that are shown below to update the individual States Spreadsheet files.

2. SPREADSHEET FILE TRANSFERS

First: Insert the Floppy disk you intend to download and **<u>OPEN THE FILE.</u>**
When the message box appears asking whether or not you wish to establish links enter **NO.**
NOTE! **Leave this file open** and proceed with step 1) below

Open the ACCESS Database entitled "**DEPT of LABOR DATA**"
a) On the toolbar (at the top), select FILE**, GET EXTERNAL DATA. IMPORT**
b) The IMPORT dialog box will appear.

In "files of Type," select **MICROSOFT EXCEL** then go to "look in:" and select "**31/2" Floppy (A:).**"

Select **IMPORT.**
   a) The IMPORT **SPREADSHEET WIZARD** will appear.
   b) Select **NEXT**, Click to select "First Row contains Column Settings"
   c) A message box may occur stating, "The first row contains some data that cannot be used for valid Access field names etc." Click **OK**.
   d) Select **NEXT** and the comment should read "Where would you like to store your data etc." Insure that **IN A NEW TABLE** is selected then select **NEXT.**
   e) Select **NEXT** again and the comment should read "Microsoft recommends you should define a primary key for your new table etc. Select **NO PRIMARY KEY** (very important). Then, select **NEXT.**
   f) When the Comment "that's all the information the wizard needs to import your data," Type **UPDATE (very important)** into the **IMPORT TO TABLE** Field.
   g) Select **FINISH.**
   h)   If a message box appears asking if you want to overwrite existing data select **YES**. The Spreadsheet is now transferred to a table in the **DEPT of LABOR DATA** Database. Select **OK**.

3. **TRANSFERRING DATA TO THE MAIN TABLE**

   With the **DEPT of LABOR DATA** Database open, select the QUERY tab in the database window then OPEN the Query named **UPDATE_TO_MAIN**
   A Cautionary message will appear. If you choose to accept the message, select **YES** and <u>THE DATA YOU JUST DOWNLOADED WILL BE APPENDED INTO THE TABLE NAMED "MAIN"</u>

SECTION 3. -- STEP BY STEP USE OF THE "DOL MAIN DATABASE" FORMS AND CONTROLS

1. **MAIN MENU FORM**

   The main Menu is the first form you will encounter when the DOL MAIN DATABASE is opened. The Controls found on this form include:

   1. **About D.O.L. Directory**
   2. **STATES IMPORTED DATA**
   3. **VARIABLES INPUT FORM**
   4. **CLICK HERE TO OPEN THE REPORT SELECTION FORM**
   They are described as follows:

   1. **About D.O.L. Directory**
       Allows viewing of the latest Database Version

   2. **STATES IMPORTED DATA**
       Selecting this radio button opens the **DEPT Of LABOR MAIN FORM**

       (a) DEPT of LABOR MAIN FORM allows viewing of individual States date via use of the **STATE LOOK-UP** Drop down Combo Box**.**

(b) **STATE LOOK-UP** Drop down Combo
To View States Data, Select the arrow at the right of **STATE LOOK-UP**
Drop down Combo Box, or enter the State manually into the **STATE
LOOK-UP** Drop down Combo Box.

(c) **REVIEW REPORT** Command button
This button allows a report generation of the selected state as above you can
change percentages by inputting a decimal equivalent when the report opens
or simply select OK and the default percentages will appear.

(d) **CLOSE** button
Closes The form and returns the user to the Main form

3. VARIABLES INPUT FORM

A. VARIABLES INPUT FORM is used to review and initiate changes to
ITEM
parameters as necessary the changes are easily accomplished by simply
'Writing ' over existing parameters.

B. The **Variable Parameter Setup** report should be run and printed **BEFORE
CHANGES ARE MADE.** This is accomplished by clicking on the
command button, then clicking the printer icon on the toolbar or clicking
FILE and then PRINT on the tool bar. Clicking **CLOSE** on the toolbar
closes the report.

 C. CLOSE the form by selecting the "Close" Icon on the Form.

4. CLICK HERE TO OPEN REPORT SELECTION FORM

By selecting this button you open the Report selection Form which in turn
allows opening:

(a) STANDARD REPORT PACKAGE FOR MOD III
(b) STANDARD REPORT PACKAGE FOR MOD IV

REPORT SELECTION FORM CONTROLS

1. STANDARD REPORT PACKAGE FOR MOD III

(a) Selecting the STANDARD REPORT PACKAGE FOR MOD III opens the
Report Reviews Mod III form and displays all associated "radio buttons" for
RJM Review
(b) This Section allows viewing and printing of specific RJM designations by
State for MOD III.
(c) You MUST enter a State Abbreviation before you can extract ANY DATA.

(d) Simply Select the 'down arrow on the STATE (abbreviation) combo box or enter the state abbreviation into the combo box.

(e) Follow instructions presented when the Combo box is updated.

(f) To print all of the reports designated by the "radio buttons just click on **PRINT ALL REPORTS**

(g) Individual reports can be viewed, and can be printed by clicking the individual radio button and then clicking the print commands on the toolbar (above)

(h) Close individual reports by selecting **CLOSE** on the Toolbar.

(i) The **CLOSE** command button closes the form and returns you to the **REPORT SELECTION FORM**

2. STANDARD REPORT PACKAGE FOR MOD IV

(a) Selecting the STANDARD REPORT PACKAGE FOR MOD IV opens the Report Reviews Mod III form and displays all associated "radio buttons" for RJM Review of All States data.

(b) This Section allows viewing and printing of specific RJM designations by State for MOD IV.

(c) Individual reports can reviewed or can be printed by clicking the individual radio button and then clicking the print commands on the toolbar (above)

(d) Close individual reports by selecting **CLOSE** on the Toolbar.